

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

24 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-22 – Expires 9 April 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This appointment greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of the funding. ***The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-8 capped at 18 years of service.*** This announcement will expire ***9 April 2010*** unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

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|--------------------------------------|---|
| a. TITLE AND PAY GRADE: | GYA, First Sergeant (SAD E-8C18) |
| b. EMPLOYMENT LOCATION: | Camp San Luis Obispo, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 May 2010 |
| d. SELECTING SUPERVISOR: | Director, Youth Programs |

3. The basic qualification requirements are:

a. **Military:** Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-8 or E-9 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grade of E-8 or E-9 may submit an application under these criteria to the California State Military Reserve and must be accepted **prior** to appointment to State Active Duty.

b. **Education/Experience:** Completion of military and civilian education commensurate with the grade and service of the incumbent. **Attach certificate of your highest civilian education.** Experienced in personnel actions and administration of staffs of organizations above company or unit level.

c. **Military Assignments:** Assignments appropriate to the grade of the applicant.

d. **Communication Skills:** Must be able to effectively communicate orally and in writing. Applicant may be asked to produce a short, handwritten report during the interview process.

e. Must be able to pass both State and Federal background checks.

f. Must be able to work with minimum supervision, make timely and sound decisions, use initiative and schedule workload.

g. Must possess a valid California driver's license. **Attach copy of your driver's license and a current DMV printout.**

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h. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

i. Applicants must submit a letter of recommendation from current supervisor or Unit Commander and/or First Sergeant.

j. Appropriate military uniform with federally recognized rank, or CSMR recognized rank, will be worn in accordance with military regulation.

4. Desirable qualifications include:

- a. Knowledge of California National Guard military operations and facilities.
- b. BA degree.
- c. Possess working experience planning and conducting unit-level training.
- d. Proficient with Microsoft Office software to include Word, Excel, and PowerPoint.

5. Principal duty functions:

a. Work under the supervision of the Commandant, Grizzly Youth Academy and perform duties in support of personnel, logistical and administrative activities in support of the California National Guard Youth Programs.

b. Provide guidance to the Operations NCOIC and review the academy training schedule.

c. Responsible for the professional development of all enlisted soldiers.

d. Acts as the first line supervisor for the Academy Platoon Sergeants, Administrative NCOIC, Logistics NCOIC, and Medical Services Supervisor.

e. Represent the academy in the absence of the commandant.

f. Perform duties of military operations, maintenance, logistics, training, admin, supervision and education support.

g. Flexible work schedule requirement including nights and weekends when the academy mission dictates.

h. Perform other duties as assigned.

6. The individual selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses **will not** be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel

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Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting MSG Dorothy Love at (916) 854-3816 or DSN 466-3816. **Original applications, with original signature, must be received in the State Personnel office no later than the close of business on 9 April 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (24 Mar 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached a copy of your certificate of your highest level civilian education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached a copy of your driver's license and a DMV printout?	
Have you attached a letter of recommendation from current supervisor, Commander and/or 1SG?	